

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/24/2013		2. CONTRACT NO. (If any) EP-W-11-017		6. SHIP TO: a. NAME OF CONSIGNEE Melissa Benton, TOCOR	
3. ORDER NO. 0004		4. REQUISITION/REFERENCE NO. PR-ORD-13-01834			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Ave NW MC 8107R Email: benton.melissa@epa.gov Phone: 202-564-4586	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR ICF INCORPORATED, L.L.C.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: _____ _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 9300 Lee Highway				<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Fairfax		e. STATE VA	f. ZIP CODE 22031		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOPO: Melissa Benton Max Expire Date: 12/31/2014 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$749,974.68
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$749,974.68
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Bradley Austin
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/24/2013	CONTRACT NO. EP-W-11-017	ORDER NO. 0004
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 13-14-C-267A000-301FK8XPW-2532--26A4B-13267A E217-001 BFY: 13 EFY: 14 Fund: C Budget Org: 267A000 Program (PRC): 301FK8XPW Budget (BOC): 2532 Cost: 26A4B DCN - Line ID: 13267AE217-001 Period of Performance: 07/24/2013 to 12/31/2014</p> <p>ORD Business Process Management and Automation Support: This task order is issued on a cost plus fixed fee basis. The contractor's proposal is incorporated by reference. The ceiling breakdown is as follows:</p> <p>Tasks 1-3: \$541,375.53 Optional Task 4: \$100,648.89 Optional Task 5: \$107,950.26 Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form Incrementally Funded Amount: \$45,000.00</p> <p>The obligated amount of award: \$45,000.00. The total for this award is shown in box 17(i).</p>				749,974.68	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$749,974.68

Base Period

<u>Ceiling</u>	<u>Prior</u>	<u>This Mod</u>	<u>New</u>
Estimated Cost	\$0.00	(b)(4)	
Fixed Fee	\$0.00		
Cost Plus Fixed Fee	\$0.00	\$ 749,974.68	\$ 749,974.68

<u>Funded</u>	<u>Prior</u>	<u>This Mod</u>	<u>New</u>
Estimated Cost	\$0.00	(b)(4)	
Fixed Fee	\$0.00		
Cost Plus Fixed Fee	\$0.00	\$ 45,000.00	\$ 45,000.00

Base Period

(a) Pursuant to the Limitation of funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funds in the amount of (b)(4) are provided to cover the corresponding increment of fee.

(b) The provisions of the clause entitled "Limitation of Funds" shall become inapplicable at such time as an amount equal to the sum of the estimated cost and fees, set forth elsewhere in this task order, is allotted to this contract and the clause entitled "Limitation of Cost" shall then be applicable to this order."

(c) Pursuant to the clause in this contract entitled "Limitation of Funds," funds have been allotted for the payment of allowable costs and fees estimated to be incurred for the task order. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this task order in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the task order by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

(d) The Contractor shall perform in accordance with the Statement of Work and its Task Order proposal.

Office of Research and Development (ORD)

Business Process Management and Automation Support

1.0 STATEMENT OF OBJECTIVES

1.1 Overview

ORD's Office of Science Information Management (OSIM) provides business process automation and systems support to ORD researchers and administrative staff. Over the past several years, ORD formed three new administrative offices and created ORD-wide business processes for providing the support. Several of these business processes require additional reengineering and automation support.

OSIM requires highly specialized support to facilitate dynamic business process modeling and automation. ORD implemented a proof-of-concept ORD-wide Transmittal system using the Bizflow technology for rapid business process development and automation for Phase 1. BizFlow is a COTS product that is used for managing automated business processes. ORD has a development and production environment running Bizflow 11.7 hosted internally to EPA/ORD.

OSIM is expanding on the success achieved through the Phase 1 effort for Phase 2 as well as other efforts. In addition, Bizflow integrates nicely with Microsoft Outlook and SharePoint, the Agency's new email and collaboration platform and ORD would like to capitalize on that integration potential for more streamlined, automation and document management.

1.2 Objectives

This section states the performance-based objectives relating to this specific task.

- 1) Support Phase 1 of the ORD-Wide Transmittal system and employ Phase 2 of the ORD-wide Transmittal system, creating and automating Lab/Center processes;
- 2) Advance the objectives of automating newly created and revised business processes for ORD Labs, Centers, and Offices to achieve efficiency, reduce transition times, and monitor performance;
- 3) Support ORD efforts to create and revise additional business processes and collect additional requirements for system automation; and
- 4) Provide integration support for Bizflow processes with Microsoft SharePoint.

1.3 Requirements

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the Task Order's Objectives. The Contractor shall address these requirements in the Technical Approach section of their proposal.

Task 1: Support for Phase 1 of the ORD Transmittal System

Phase 1 of the ORD Transmittal system may require additional modifications to the business process.

- The Contractor awarded this task order shall provide business process modification support to Phase 1 and provide the support to employ the changed processes.
- The Contractor shall perform testing to ensure changes are correct.
- The Contractor shall update business process documentation and training as needed.

Task 2: Collect Requirements and Document Business Processes for Phase 2 ORD Transmittal

Phase 2 will incorporate other Labs, Centers, and Offices (LCO) into the ORD Transmittal system.

- The Contractor shall gather requirements for the to-be process flow and any unique functionality requirements for their Tier 2 process for responding to transmittals. In some cases, the Lab, Center, and Offices may require a Tier 1 process to be established for requesting information from the organization.
- The Contractor shall create the defined processes within Bizflow, perform process publication testing, and modify processes as needed based on user feedback during pilot.
- The Contractor shall provide training assistance and process execution and publication support where necessary.
- The Contractor shall generate user guides and manuals as needed.

Task 3: Evaluate and Provide recommendations for other Lotus Notes Workflow Applications for Potential Use in Business Process Management Technology

ORD has a number of legacy Lotus Notes workflow applications. Lotus Notes and its infrastructure are anticipated to be retired in the next few years. ORD must determine alternative workflow solutions for use with the Agency's standards.

- The Contractor shall analyze 2-3 current Lotus Notes applications and determine feasibility and use for Bizflow.
- The Contractor shall map the businesses processes selected within Bizflow for automation providing recommendations on areas for streamlining
- The Contractor shall provide implementation support for processes in Bizflow

Optional Task 4: Microsoft SharePoint Integration Support

EPA recently migrated to Office 365 and SharePoint 2013 is being implemented Agency wide in the next several months. ORD would like to leverage the enterprise solution to the fullest extent possible, and may require support in analyzing SharePoint and Bizflow integration opportunities.

- The Contractor shall provide recommendations for ORD Bizflow integration with SharePoint especially for the ORD-wide Transmittal system given its document management needs.
- The Contractor shall provide a proof of concept integration with Bizflow and SharePoint.

The Contractor shall support any integration opportunities chosen as directed by the TOPO.

Optional Task 5: Additional Automated Business Process Support Development for other Administrative Functional Areas

Dependent on the success of the ORD Transmittal System and other proof of concepts, ORD may require additional business process reengineering and modifications to processes within Bizflow. ORD will provide requirements for such functional areas if and when this optional task is exercised.

1.4 Other Information

This section provides additional information on the requirements for this task order.

1.4.1 On-site Contractor Support

☐ Yes ☒ No. The task order requires on-site contractor support.

If yes, please describe the specific support to be provided on site. Note: All IBC vendors understand the requirement to attend on-site meetings.

1.4.2 Government Furnished Space or Property (GFP)

☐ Yes ☒ No. The task order involves the provision of government space.

Describe the government location where the support work shall be provided. Describe office facilities (e.g., cubicle) to be provided at the government site.

☐ Yes ☒ No. The task order involves the provision of GFP.

Please describe the specific property to be provided as well as state the

requirements for maintaining and accounting for this property, if applicable.

1.4.3 Additional Progress or Financial Reporting

☐ Yes ☒ No. The task order requires additional progress or financial reporting.

If yes, please describe the type and frequency of the additional reporting required (e.g., Is Earned Value Management (EVM) reporting required? Will the contractor be asked to report spending by each deliverable or product produced?)

Note: The ITS-BISS contract requires contractors to provide a monthly progress report to the TOPO. Monthly reports describe progress on TO activities and funds spent. The CO can provide more information about content and format of the monthly contractor progress report if necessary.